

## Directions for Finding Individual School and School District Entity Numbers

1. Go to [http://www.sl.universalservice.org/Utilities/BilledEntitySearch\\_Public.asp](http://www.sl.universalservice.org/Utilities/BilledEntitySearch_Public.asp)
2. Select an **Entity Type**
  - **School District** – For the district as a whole (needed for Block 4, Question 7b)
  - **School** – For individual Schools in your district (needed for Block 4, Question 7a)
  - **Library** - For the School District of your Main Branch (needed for Block 4, Question 7a)

**Suggestion:** Click **ALL ENTITY TYPES**, enter the **ZIP CODE** of your town or city, and click **SEARCH**. You will get a vast majority of the schools, libraries and school district entity numbers (both public and private) in your district. You will get a clickable link next to each entity you can use to confirm that this is the correct school, library or school district. -- **Be aware, if you have schools or libraries that are outside of your main zip code, you will need to enter the zip code for those outlying and remote schools.**

The screenshot shows the 'Entity Search' interface for USAC Schools & Libraries. The form is titled 'Entity Search' and includes the following sections:

- Select an Entity Type:** A list of radio buttons with 'All Entity Types' selected. Red arrows point to this section.
- Enter Search Criteria:** A section with four input fields, each preceded by 'OR':
  - 'Full Name or a Partial Name ending with % for a wildcard search: (please enter at least 3 characters before the % sign)'
  - 'Zip Code(5 digits):' (Red arrow points to this field)
  - 'State/Territory: Select State/Territory: ▾'
  - 'Entity Number:'
- Buttons:** 'Clear Form', 'Cancel', and 'Search' (Red arrow points to this button).

At the bottom, a blue footer bar contains the text: '1997 - 2015 © , Universal Service Administrative Company, All Rights Reserved'.

### For Schools and School Districts

- **DC Everest School District** has schools with addresses in 4 different zip codes. They will need to complete the above procedure 4 times (once for each zip code) to gather the Entity Numbers for each school in the DC Everest School District
- **Eau Claire School District** has all schools with Eau Claire addresses, but with 2 different zip codes. They will need to complete the above procedure 2 times (once for each zip code) to gather the Entity Numbers for each school in the Eau Claire School District.
- **Viroqua School District** has all schools in the same zip code. They will need to complete the above procedure only once to gather the Entity Numbers for each school in the Viroqua School District.

### For Libraries

On page 7 of USAC's Form 471 instructions, "Please provide a complete list of all of the entities in your school district or library system, including Non-Instructional Facilities (NIF), even if they are not receiving service on this application." (<http://www.usac.org/res/documents/sl/pdf/forms/471i.pdf>)

- **Brown County Library** has branches in 8 different zip codes. They will need to complete the above procedure 8 times (once for each zip code) to gather the Entity Numbers for each of the library outlets for Brown County Library.
- **Monroe Public Library** has one location so will only need to complete the above procedure once.

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If you have any question, do not hesitate to call or email for clarification.

#### K-12 Schools and CESAs

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